

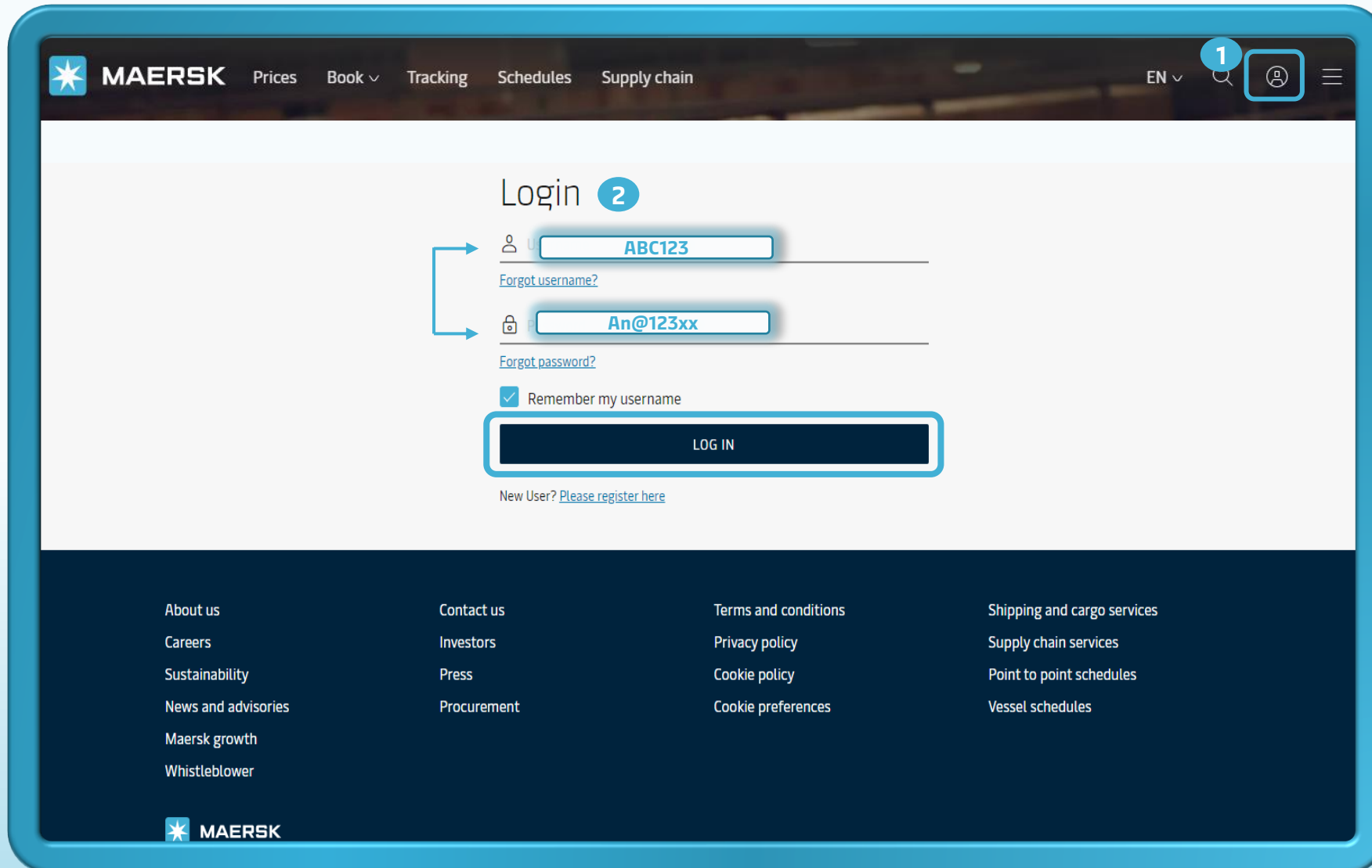
Amend Shipping Instruction



<https://www.maersk.com>



MAERSK



- **Step 1:** Click on the above login icon

- **Step 2:** Go to the MAERSK.com and enter your username and password.



MAERSK

The screenshot shows the Maersk website with a navigation bar at the top. The 'Manage' dropdown menu is open, and the 'Hub' option is highlighted. A search bar is visible on the right side of the page. The main content area features a large heading and a sub-heading, followed by a 'Discover new paths' button. At the bottom, there is a section titled 'Red Sea / Gulf of Aden situation' with a 'Learn more' button.

MAERSK Prices Book Tracking Schedules Logistics solutions Manage

EN Search Bell User Profile

Hub

- Export overview
- Import overview
- Tasks
- MyCustoms
- MyFinance
- Captain Peter™
- Order secure paper
- Case management

Supply Chain Platform

Tracking Schedules Local offices

Enter a tracking ID

Track

Discover new paths

Red Sea / Gulf of Aden situation
Stay up to date with our latest information, vessel contingency and updates here.

Learn more

- Step 3: After you login, then click on “Manage”.

- Step 4: Then, click on “Hub”.



MAERSK

The screenshot shows the Maersk Hub dashboard. At the top, there is a navigation bar with the Maersk logo, the name 'MAERSK', and menu items: Prices, Book, Tracking, Schedules, Supply chain, and Manage. On the right side of the navigation bar, there are links for 'EN', a search icon, a user profile icon, and a hamburger menu icon. A blue circle with the number '5' is placed above the user profile icon, and a blue arrow points from this circle to the 'TRACK' button in the search bar. The search bar contains the text '9XXXXXXXXX'. Below the navigation bar, the main content area is titled 'Welcome to your Hub'. On the left, there is a 'Warehousing & Distribution' section with a 'Contact us' button. In the center, there are two cards: 'Outstanding tasks' (Export task due in 7 days) with a '0' and 'Submit shipping instructions' button, and 'Shipment Overview' with '9' departing and '9' arriving in the next 7 days, each with a 'View all' button. Below these is a search bar with the placeholder text 'a vessel, country/region, container yard, port or local office' and a 'View all' dropdown. At the bottom, there are three sections: 'Import Demurrage & Detention' with an input field for 'Enter B/L no. to search' and a 'View details' button; 'Import manifest & delivery order' with an input field and a 'Request' button; and 'Local Information' with links for 'Asia Pacific', 'Europe', 'India, Middle East and Africa', 'Latin America', and 'North America'. A 'Chat' button is located in the bottom right corner.

- Step 5: Input Booking number then click “Track”



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- Step 1: Click “Amend Waybill”

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Shipment details

B/L, booking, container or booked by reference number [View details](#)

B/L number: 9xxxxxxx Track Duplicate Amend	📍 Sihanoukville, KH Departed Sihanoukville, Cambodia, KH 07 Jul 2024	📍 Newark, US Arrives Newark, New Jersey, US 11 Aug 2024	📦 2 x 40 Dry High Footwear, new, apparel
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Summary Documents Containers & VGM Parties Charges & Invoices Log

🚚 Have you used Maersk's inland delivery service? Yes No

0 tasks to complete

- Submit VGM** by 29 Jun 2024, 12:00
- Submit shipping instruction** by 29 Jun 2024, 14:00
- Container gate in** by 29 Jun 2024, 14:00

[View all tasks](#)

3 documents issued

- Waybill** on 07 Jul 2024, 02:05 UTC [Download](#)
- Certified True Copy of B/L** on 07 Jul 2024, 02:05 UTC [Download](#)
- Booking confirmation** on 27 Jun 2024, 10:38 UTC [Download](#)

Bill of Lading

Waybill issued to **MAERSK LOGISTICS AND SERVICES (CAMBODIA) CO., LTD.** on 07 Jul 2024, 02:05 UTC **1**

[Amend Waybill](#)

[B/L release](#)

Import freetime

Free time details and purchase option will be available 15 days before last vessel arrival.

[Transport plan summary](#)





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- **Step 2:** If you want change Transport Document Receiver (means the party that receives/checks/print BL after SI is submitted) click “Change”

- **Step 3:** Input by trading name and country or customer code Click “search”

- **Step 4:** Click “Select” in receiver you want receive document. If can’t find or want add new party receiver click “ADD NEW PARTY” then input

1. Customer/Trading name
 2. Address
 3. Country
 4. Email
 5. Phone
- Then click “Submit”

- **Step 5:** Click ★ to save that party as favorites



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Amend B/L No: 9xxxxxxx

From Cambodia 07 Jul 2024 To United States 11 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

Import freetime

Demurrage Detention

⚠ We're sorry the option to purchase additional free time is not available for this route.

Included free days 14 days

ⓘ You're about to purchase **8 extra detention** days for **1000 USD**. This amount will be added on your invoice.

Terms and Conditions

By accepting you agree to:

1. Be the payer for the invoice, which would be sent for the purchase of additional demurrage & detention free days (Freetime Extension Contract).
2. Understand that Freetime Extension contract charge is non-refundable.

accept the Terms and Conditions

Total Price **3** USD 1,000.00

Buy now

Back

Import freetime

Demurrage Detention **1**

Included free days 14 days

Select additional days

4 **8 BEST** 14

Applies to

All containers (2)

Total Price USD 1,000.00

Continue to buy detention 2

VALUE ADDED SERVICE (VAS)

Buy more import freetime:
Customer can't purchase for demurrage at this stage because cargo have already picked up however customer can buy more import freetime.

- **Step 1:** Stick to “Detention”

- **Step 2:** Select additional days
Then click “Continue to buy detention”

- **Step 3:** Stick to “I accept the Term and Conditions” then Click “Buy now”



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Amend B/L No: 9xxxxxxx

From Cambodia 07 Jul 2024 To United States 11 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

Due to customs requirement at United States, please ensure to update/adjust Document parties address within 4 lines per line.

Parties

Shipper

Company ABC limited

*****PNH

Change 12

Company name and Address Printed on B/L

Additional Notify Party

Outward Forwarder

Continue → 15

SEARCH / ADD PARTY

By trading name By customer code

Trading name

Country

City (optional)

Adding a new party

To add a new party, enter their details here and perform search to check if they exist already. If no results are found you would ask to complete additional details in order to create a new party.

Search

SEARCH RESULTS

Showing 2 results for maersk cambodia

Trading name	Address	Customer code	
MAERSK (CAMBODIA) LTD	VTRUST TOWER,7THFLOOR,ST 169, PHNOM PENH, 12000, CAMBODIA	123456789	SELECT 14
MAERSK (CAMBODIA) LTD	12 TOWER BUILDING 7TH FLOOR ST169 PHUM, PHNOM PENH, 12000, CAMBODIA	123456710	SELECT

GO BACK SEARCH BY CUSTOMER CODE ADD NEW PARTY

ADD NEW PARTY


Enter below details to request a new party, new party will be added after approval

Customer/Trading name

Address

Country

Submit 14

- Step 12: Change : Shipper, Consignee, First Notify and Additional Notify Party by click “Change” or icon  to revise address

- Step 13: Input trading name, country or customer code then click “Search”

- Step 14: Click “Select” on party you want show on BoL. In case you want add new please click “ADD NEW PARTY” then input information and click “Submit”

- Step 15: Click “Continue ->”



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The screenshot shows the Maersk Amend B/L interface. At the top, there is a navigation bar with the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', 'Supply chain', and 'Manage'. The main header displays 'Amend B/L No: 9xxxxxxx', 'From Cambodia 07 Jul 2024', and 'To United States 11 Aug 2024'. Below this is a tabbed interface with 'Payers' selected. The 'Payers' section includes a question 'Do you want to display these charges and amounts on the bill of lading?' with 'No' selected (callout 16). A table lists existing payers: 'Company ABC Limited' (code *****743) and 'Company EDF Limited' (code *****066). An 'Add payer' button is highlighted (callout 17). The 'Assign Payers to charges' section (callout 18) shows a table with columns for 'Charge Types', 'Payment Terms', 'Payer', and 'Invoice Reference'. Under 'Charge Types', 'ORIGIN' and 'FREIGHT' are selected. Under 'Payment Terms', 'Prepaid' is selected for all charges. The 'Payer' column has dropdown menus, with the 'FREIGHT' dropdown open showing 'Company ABC Limited', 'Company EDF Limited', and 'Add payer'. A 'Continue' button is highlighted at the bottom (callout 19).

- **Step 16:** Choose “No” or “Yes” to display charge name and amount and BoL

- **Step 17:** Click “Add payer” if you want to change payer and search same step 13 and 14

- **Step 18:** Revise payment term or payers for each charge

- **Step 19:** Click “Continue ->”



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Amend B/L No: 9xxxxxxx

From Cambodia 07 Jul 2024 To United States 11 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Plywood, panel, board products

1 Kind of packages 6 digit HS Code 20

Cargo description

Do not enter Agent address, Free time, in-transit or transshipment clauses here - use the Document page. Local customs regulations need the actual cargo description within the first 2 lines. Cargo description should be in English language only.

To enable your instant draft bill, we will not be validating these clauses entered here.

Your description goes here... 21

0 / 100000

Enter a name for your template Create template Open templates

- Step 20: Update new “Kind of packages” and HS code
- Step 21: Input new description



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Amend B/L No: 9xxxxxxx From Cambodia 07 Jul 2024 To United States 11 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

^ Add Marks and Numbers

Marks and numbers **22**

Add Marks and Numbers

0 / 100000

Add another description for this shipment Copy these details to another description

Give container details, VGM and seals **23**

Container Details Seals and Additional Details **23**

40 Dry High

Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method	Shippers seal	Carrier seal	Customs seal	Vet seal
1/2 MRKU1234567	1	23000.000	65.0000	3700	25000	Weight of cargo added to cont:		KH1234567		
2/2 MRKU1234568	1	23000.000	65.0000	3720	25000	Weight of cargo added to cont:		KH1234578		

24 Continue → By submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

- **Step 22:** Update new “Mark and numbers” if any

- **Step 23:** Input cargo weight, volume, tare weight, VGM, VGM method and carrier seal, shippers seal, Customs seal or Vet seal if any

- **Step 24:** Click “Continue ->”



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MAERSK Prices Book ▾ Tracking Schedules Supply chain Manage ▾ EN ▾ 🔍 👤 ☰

← [Exit Amend Instructions](#)

Amend B/L No: **9xxxxxxx** From Cambodia 07 Jul 2024 To United States 11 Aug 2024

BoL: 9xxxxxxx Document Parties Payers Cargo and VGM Review

Review 25 Print Preview

Document details			
B/L No 9xxxxxxx	Booking No 9xxxxxxx	Document Type Waybill (Shipped on Board)	
Vessel Name HANSA BREITENBURG(LR)	Voyage No. 4295	SCAC MAEU	Export References -
Place of Receipt -	Port of Loading Sihanoukville	Port of Discharge Los Angeles	Place of Delivery -
Maersk agent details -	Free detention and demurrage time -		
Transshipment -	In-transit -		
Shipment References		Certificates	

[Edit Document Details](#)

Parties details			
Shipper Party	B/L Address	Consignee Party	B/L Address
Company ABC limited. *****123	Company DEF limited. *****123	Company ABC limited. *****123	Company DEF limited. *****123

Bill of Lading/Verify copy to be issued on additional email id

+ Add 27
Print Preview
Send Amend Instructions

- **Step 25:** Review information and edit if any

- **Step 26:** Input more email receiver if any

- **Step 27:** Click “Send Amend Instructions”

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THANK YOU

